

Tues 03/17/2020

Attended:

Submitted by S Wirth

Norm Ellis

Mark Smith

Pat Moore Via Phone

Alice Taychert

Ceil Kelley

Sharon Wirth

Rex Wiggers

Garrett McGowen

Joe Liberto

Absent:

Brian Paul Friedland

Regular meeting called to order at 5:02

February Minutes from last Mtg moved to accept w/o changes by Pat & 2nd Garrett.

Alice Taychert> Director's Report

1 Memorials

 We have no memorials this month.

2 Appeal

 As of Friday the 13th (Of March), we have collected \$2,235.00

3 Annual Report

I have contacted Brian Hildreth about changing our annual report to make the report on one year instead of two. That should make its completion easier on the director and the financial officer.

From Brian Hildreth @ STLS:

"Erika indicated your library is interested in changing your fiscal year. This certainly does not require a charter change. However, the two agencies you would want to contact are the NYS Comptroller as you may currently file an Annual Update Document (AUD), and the New York State Library. I can contact the State Library on your behalf once your board determines your new fiscal year. We will want to inform the State Library of this news as they will need to make some adjustments to the annual statistical report on the backend for reporting requirements. This will make next year's report easier to submit. Working with your current bookkeeper will also be key. I believe the city currently does this on your behalf. I think a January – December budget makes more sense since this is how the State Comptroller and State Library frame their reporting."

4 Other

Outreach

St Ann's classes will be visiting the Library next week.

Bridget and Margaret have planned two special events: a Science Day on the 19th and a Tech Day on March 24 at 4 pm.

Summer Reading

The Rockwell Museum, Glenn Curtis Museum, The Farm Sanctuary in Watkins Glen, The Rochester Science Museum and Planetarium and The Corning Museum (adult passes) have contributed passes for the Reading Program.

I have two performers firmly scheduled. Doug Rougeux, the Bubbleman will be appearing July 7th at 2 pm. Steve Ingham, the magician will be appearing August 4th at 2 pm.

I have also spoken with Captain Mike Sexsmith about having a visit from the new police dog, the cruiser and Mike is willing to do a refresher on safety in the Library.

I have been trying to work with the YMCA to set up a presentation of the Golden Goose by the REV theater company (formerly the Merry-Go-Round Youth Theater.

I am also talking with Roberta Straka about a performance.

Friends of the Library

The Friends will honor Mary with a reception on April 14 at 7 pm. They will also release the latest cookbook.

STLS

STLS had provided a variety of publicity for the census.

Keturah sent 1 indoor retractable 'banner-up' sign, 1 outdoor A-frame sign with inserts, 2 posters, and many stickers. "We encourage you to use these materials in your library, at outreach events, or in other locations in your community. For instance, you could hang a poster at the local post office or bank or take stickers to a school open house. We ask that you use these materials through the rest of March, April, and May while the self-response options are available. These materials will help individuals in your local community know that they can access the census in a safe, free, and public space. Hopefully they might help attract foot traffic into your libraries as people learn about the census."

I believe that the grant proposal I wrote helped pay for these materials.

STLS

STLS has provided the following link from their website [Http://www.stls.org/coronavirus](http://www.stls.org/coronavirus).

NYS supplied the following links for information about the corona virus The New York State Department of Health maintains a website with current information relating to the Coronavirus. Check here for updates and guidance about how to prevent the spread of the virus: ny.gov/coronavirus.

The New York State Education Department and Department of Health have also created a guidance document for schools. Some of the general information and linked resources included in the guidance might be helpful to libraries: <http://www.p12.nysed.gov/sss/schoolhealth/schoolhealthservices/coronavirus/covid-19-p-12-school-guidance.pdf>

5 Building

The Children's Room is gradually being put back together. The casters have been put on the large bookcases. We have been weeding as we shelve the books, after weeding the collections.

Rex Wiggers> Financial Report

1 January reports were approved and accepted w/o reservations or changes, Pat &
2nd Joe

- 2 Donations are currently at \$2,450
- 3 M>B> Smith Fund has been moved to Maple City for the better interest rate.
- 4 There have been serious cuts into Cash Surplus
- 5 Budget was increased approx. \$9,000 over the prior year
Largest impact was from the minimum wage base rate increase for the staff
Motion to accept 2020-2021 budget by Sharon, 2nd by Garrett

- 6 Discussion regarding change of Fiscal Year to Calendar as low impact except for 1st yr.
Motion to have Rex to contact State Library et al for instructions and implementation
by Sharon, 2nd by Joe

- 7 Status of School Board vote and notices sent to newspaper open discussion
School Board has approved dates of 1st and 2nd votes as needed
Motion to pay all current bills/invoices
Motion by Joe to accept, 2nd by Mark

Sharon Wirth>Reporting on Personnel Committee

- 1 Personnel issues regarding 'Work From Home Policy' discussed
- 2 Mandated shut down qualifies as 'Emergency Situation', Board & Staff to honor Govt recommendations and Alice to inform staff of procedures as needed
- 3 Sharon to prepare personnel policies as needed, to be presented for Board approval
- 4 Alice has advised that Christine B and Bret will explain and demonstrate to Tony how to clean and disinfect surfaces as needed.
- 5 Board to be advised of any health issues, especially with regard to pandemic and HIPPA law
- 6 In compliance with Govt mandates, hours of operations will be limited to 10am-5pm daily

7 Minimum of (1) week hiatus/work from home advised for any staff with possible exposure

Joe Liberto> Reporting on Building Committee

1 Carpet has been ordered for downstairs

2 Will proceed with order for upstairs

3 Ready to start moving books from upstairs

4 Pricing for new shed discussed with optimal 10' x 20'

Will check with Amish Carpenters for on-site prices

5 Motion to approve maximum of \$2,200 for new shed & reroof of old shed by Sharon, 2nd Rex

6 Will relocate bike rack as needed

Pat Moore> Reporting on Friends of the Library

1 All FOL projects and activities have been suspended until at least May 1st

2 Reception for Mary M. scheduled for April is postponed.

Other:

1 All home delivery services have been suspended until further notice.

2 All materials to be returned via book drop with gloved contact only, no recirculation for 3 days

3 In compliance with current Govt mandates, no more than 10 persons in any group

4 All Library programs and meetings to be put on "Hold" until future time as needed

5 Norn/Alice to look into issue of duplicate key for Joe to be on call

6 Issues of Hours for COVID-19 shutdown discussed

7 There were no employee suggestions regarding the DVD storage issue

Next Board Meeting to be Tuesday 04/21/2020 @ 5:00 PM

Motion to Adjourn:

Moved by Sharon, 2nd by Garrett